

**BUREAU OF SECURITY AND INVESTIGATIVE SERVICES**

P.O. Box 989002

West Sacramento, CA 95798-9002

(916) 322-4000

www.dca.ca.gov/bsis

**APPLICATION FOR SECURITY GUARD OR PATROLPERSON****ALL FEES ARE NON-REFUNDABLE****IMPORTANT INSTRUCTIONS:**To expedite your application, you must read the instructions on the reverse side of this page.**For a hard copy Security Guard application submitted with a Live Scan form, follow the steps below:**

1. Complete a Security Guard Live Scan form, which can be obtained from the Bureau or downloaded from the Bureau's web site at [http://www.dca.ca.gov/bsis/live\\_scan.htm](http://www.dca.ca.gov/bsis/live_scan.htm).
2. With three copies of the completed Security Guard Live Scan form, go to the nearest Live Scan site to have your fingerprints electronically submitted to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). You can get a listing of Live Scan sites at [http://www.dca.ca.gov/bsis/live\\_scan\\_fingerp.htm](http://www.dca.ca.gov/bsis/live_scan_fingerp.htm) or by contacting the Bureau at (916) 322-4000.
3. Pay the Live Scan Operator: \$32.00 DOJ Fingerprint Processing Fee  
\$24.00 FBI Fingerprint Processing Fee  
**TOTAL: \$56.00**

In addition, you must pay the Live Scan Operator the Live Scan site processing fee. The fee is set by each Live Scan site and can vary. The Bureau does not set the fee.

4. Submit the following to the Bureau:
  - (a) The completed Security Guard registration application.
  - (b) The second copy of the Security Guard Live Scan form received from the Live Scan site, signed by the Live Scan Operator, including the ATI number.
  - (c) A check or money order for: \$50.00 Initial Security Guard Application Fee  
**TOTAL: \$50.00**

**PLEASE PRINT OR TYPE**

Last		First		Middle		
1. Name						
2. Social Security Number		3. Date of Birth		Month	Day	Year
				/	/	
4. Home Address		City		State		Zip
Number and Street or Post Office Box Number						
5. Home Telephone		6. Employer Work Telephone		Area Code	Telephone Number	
Area Code				Area Code		Telephone Number
7. Employer Name		8. Employer License Number		Number		Expiration Date
9. Employer Work Address		City		State		Zip
Number and Street or Post Office Box Number						
10. Have you ever been convicted of any crime, or entered a plea of nolo contendere? <b>This includes misdemeanors and felonies regardless of the length of time that has lapsed since their occurrence. Minor traffic violations resulting in a fine of \$499 or less do not need to be disclosed. Convictions dismissed under Section 1203.4 of the Penal Code MUST be disclosed.</b>						YES <input type="checkbox"/> NO <input type="checkbox"/>
11. Are you currently on bail and/or on your own recognizance for an arrest for a crime other than a minor traffic violation?						YES <input type="checkbox"/> NO <input type="checkbox"/>
12. Have you ever been licensed as a security guard or patrolperson?						<input type="checkbox"/> NO <input type="checkbox"/> YES, enter license #: _____
13. I DECLARE UNDER PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA, that all statements on this application are true and correct, with full knowledge that all statements herein are subject to investigation and that any false, dishonest, or incomplete answers to any questions on the application may be grounds for denial or subsequent revocation of my registration and/or criminal prosecution.						
Signature _____			Date _____			
<b>NOTE: You are eligible to work as a Security Guard or Security Patrolperson <u>only</u> when you have <u>in your possession</u> a hard copy printout of the Bureau's approval obtained from the Bureau's web site and a valid photo identification <u>or</u> a valid Security Guard registration.</b>						
<b>POWER TO ARREST COURSE CERTIFICATION</b>						
14. I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA, that the applicant has been instructed in the Power to Arrest and that he or she has passed with a score of 100%.						
INSTRUCTOR OR EMPLOYER SIGNATURE			TYPE OR PRINT NAME			
SCHOOL OR BUSINESS NAME			LICENSE #		EXPIRATION DATE	

## **EXPEDITE PROCESSING**

In order to expedite the Security Guard application and fingerprinting process, the following steps should be followed:

### **STEP 1**

The Security Guard must have received the "Power to Arrest" training and passed the examination.

### **STEP 2**

The security guard applicant, private patrol operator or the training facility must submit the security guard application on-line at [http://www.dca.ca.gov/bsis/online\\_licensing.htm](http://www.dca.ca.gov/bsis/online_licensing.htm).

Security guard registration fees must be paid by credit card at the time of submission.

The breakdown of those fees paid on-line are as follows:

Security Guard Application Fee	\$50.00
On-line Convenience Fee	\$1.00
Department of Justice Fingerprint Fee	\$32.00
Federal Bureau of Investigations Fingerprint Fee	\$24.00
<b>TOTAL</b>	<b>\$107.00</b>

The on-line application is sent electronically to the Bureau.

### **STEP 3**

The security guard applicant must submit fingerprints electronically using LIVE SCAN, but only through an approved Private Patrol Operator/Training Facility/Sylvan Identix Fingerprinting Centers.

A listing of Live Scan sites are available at the Bureau's Web site at [http://www.dca.ca.gov/bsis/live\\_scan\\_fingerp.htm](http://www.dca.ca.gov/bsis/live_scan_fingerp.htm)

In addition, you must only use the security guard live scan forms downloaded from the Bureau's Web site or obtained from the Bureau. The Live Scan form from the Bureau contains the correct coding and ORI number to ensure that the Bureau receives Federal Bureau of Investigation (FBI) and California Department of Justice (DOJ) clearances.

Live Scan forms can be downloaded at [http://www.dca.ca.gov/bsis/live\\_scan.htm](http://www.dca.ca.gov/bsis/live_scan.htm)

### **STEP 4**

Once the Bureau has received the on-line application and criminal history clearances, the cleared security guard will appear on the Bureau's web site. The Security Guard, Private Patrol Operator or Training Facility can verify the Bureau's approval by checking the Bureau's "Verify a License" at <http://www.dca.ca.gov/bsis/lookup.htm>. Once the Security Guard registration has been cleared and appears on the Bureau's web site, a screen printout from the web site may be used as an interim Security Guard registration and the Security Guard can be placed on assignment. The actual Security Guard registration will be mailed to the applicant and should be received in 7 to 10 working days from the date of issue.

### **STEP 5**

A Security Guard placed on assignment must have the following documents on his or her person.

1. Screen printout of the Bureau's approval obtained from the Bureau's web site or a valid Security Guard card.
2. A valid photo identification.

## **NORMAL PROCESSING**

The Bureau will continue to accept any of the following:

- Hard Copy Security Guard application with fingerprint cards (FD-258).
- Hard Copy Security Guard application with the 2<sup>nd</sup> copy of Live Scan form, signed by the Live Scan Operator, including the ATI number.

Please be aware that the processing time will take longer.

## **INFORMATION ABOUT SECURITY GUARD OR PATROLPERSON APPLICATION FOR REGISTRATION**

Every person employed by a licensed Private Patrol Operator to provide the services of a Security Guard must have a screen printout of the Bureau's approval obtained from the Bureau's web site or a valid Security Guard registration. Every Security Guard employed by a Private Patrol Operator or a security guard employed by a lawful business who carries a firearm or baton, must possess a valid firearm or baton permit/certificate along with a valid Security Guard registration issued by the Bureau.

The instructor or employer must sign the Power to Arrest portion of the application. Do not submit the application unless you have passed the test with a score of 100 percent and the instructor has signed this application. Be sure to answer **all** questions completely and truthfully. Any omission or material misstatement may constitute grounds for denial or subsequent revocation of registration. A registration may be denied to any person who makes a false statement or who has been convicted of any crime or act substantially related to the functions or duties of a security guard or patrolperson. However, the Bureau will consider evidence of rehabilitation.

It is mandatory that you provide all information requested. Omission of any requested information will result in the application being rejected as incomplete. Per California Civil Code, Section 1798.17 (Information Practices Act), the Chief of the Bureau of Security and Investigative Services, Department of Consumer Affairs, is responsible for maintaining the information in this application. You have the right to review the records maintained on you by the Bureau or Department unless the records are exempt by Section 1798.40 of the Civil Code. Your completed application becomes the property of the Bureau and will be used by authorized personnel to determine your eligibility for a license, registration or permit. Information on your application may be transferred to other governmental or law enforcement agencies.

Pursuant to the California Public Records Act (Gov. Code § 6250 et seq.) and the Information Practices Act (Div. Code § 1798.61), the names and addresses of persons possessing a license or registration may be disclosed by the Department unless otherwise specifically exempt from disclosure under the law. Consequently, the personal name and address information entered on the attached form(s) may become public information subject to disclosure.

Upon issuance of a permanent registration, you must notify the Bureau of any change of address within 30 days of the change (Business and Professions Code Section 7587.14). If you do not, you may be assessed an administrative fine of \$50 pursuant to Section 7587.14. A registration shall not be renewed until all fines assessed pursuant to Section 7587.7, and not resolved in accordance with the provisions of the section, have been paid.

Disclosure of your Social Security number is mandatory. Both Business and Professions Code section 30 and Public Law 94-455 [42 USCA 405(c)(2)(C)] authorizes collection of your Social Security number. Your Social Security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgement or order for family support in accordance with Section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your Social Security number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

This information is requested pursuant to California Business and Professions Code sections 480, 7503.1, and 7599(c) and Labor Code section 432.7 and will be used to determine eligibility for licensure. All information is necessary, and if not provided, the application may be rejected.